

**9 – 1 – 1 Advisory Council
Minutes
May 18, 2017
1:30 PM
Cogswell, Room 151**

Members Present:

Quinn Ness, MDOA/SITSD – Alternate, Acting Chair
Delila Bruno, DMA
Geoff Feiss, MTA
Lisa Kelly, CenturyLink
Clint Loss, MEMSA
Gary Macdonald, MACO
Greg Megaard, MFCA
Captain Curt Stinson, MACOP
Kerry O'Connell, PSAP > 30K
Peggy Glass, PSAP < 30K

☞ Chuck Winn, MLCT
☞ Sherriff Vern Burdick, MSPOA
☞ Kimberly Burdick, MT APCO
Shantil Siaperas, MACO – Alternate
Peter Callahan, MACOP – Alternate
Zach Slattery, MT APCO – Alternate

Staff Present:

Sarah Mitchell, DOA/SITSD

Guests Present: Rhonda Sullivan, DOA/9-1-1 Program; Joe Fick, Airbus DS Communications; Georgine Bohl, Airbus DS Communications; Erin Fashoway, MSL

☞ **Real-time Communication:**

Welcome

Quinn Ness welcomed the council to the May 18, 2017 9-1-1 Advisory Council meeting. All members and guests were introduced.

Minutes

Motion: Commissioner Gary Macdonald made a motion to approve the December 13, 2016 minutes. Lisa Kelly seconded the motion. Motion passed.

Discussion

Mr. Ness reviewed House Bill 61 which was signed by the Governor on May 9, 2017. HB 61 establishes the 911 Advisory Council in state law. Council membership will remain as stated in the executive order that established the current 911 Advisory Council. With the current executive order of the council preceding legislation, the Governor may need to issue a new executive order. The council serves as advisor to the Department of Administration regarding the development of a statewide 9-1-1 plan. Effective July 1, 2018, the council will provide recommendation regarding the award of grants. House Bill 0061 can be located on the 911 Advisory Council website (<https://sitsd.mt.gov/Governance/Boards-Councils/9-1-1/Advisory-Council>). Current members no longer wishing to participate on the council should contact Mr. Ness at QNess@mt.gov or Rhonda Sullivan at RSullivan@mt.gov.

The council will develop administrative rules to address requirements established within the bill. To meet timeline requirements, the formation of rules needs to coincide with the creation of the statewide plan. The established rules will guide the state plan to ensure that projects and technologies meet eligibility requirements. Mr. Ness proposed the formation of a subcommittee to create these rules.

Mr. Ness noted HB 61 states that uniform standards relating to technology, next-generation 9-1-1 technology, and administration and operation of 9-1-1 systems in Montana will be established in the statewide plan before January 1, 2019. Mr. Ness recommended creating these standards simultaneously with the formation of the executive rules. Completion of these rules ensures the council remains in compliance with the deadlines in HB 61.

The statewide plan will establish goals and objectives. Professional expertise will be utilized during the creation and implementation of the state plan. Identified actions to complete will be addressed at a project level. Each project will identify technology requirements for each primary Public-Safety Answering Point (PSAP) and the estimated cost of fulfilling these requirements. The state plan will serve as a road map for the next three to five years. \$350,000 is allocated in HB 61 for procurement of professional services to develop the plan. The projected date for issuing the RFP is August 1, 2017. The tentative RFP contract award date is September 1, 2017.

Action Item: Ms. Sullivan and Mr. Ness will contact the State Procurement Bureau (SPB) in June, 2017 to begin the Request for Proposal (RFP) process for the statewide plan.

Mr. Ness recommended forming a subcommittee of a minimum of five individuals to assist with the development of the RFP. Mr. Ness and Ms. Sullivan will serve on the subcommittee. A minimum of three additional members are needed. Biweekly meetings will be scheduled and travel expenses reimbursed for members traveling to Helena. If you are interested in participating in the subcommittee, please contact Mr. Ness at QNess@mt.gov or Ms. Sullivan at RSullivan@mt.gov.

Action Item: Membership of the RFP subcommittee will be considered for adoption at the June 15, 2017 9-1-1 Advisory Council meeting.

Mr. Ness suggested including key information in the state plan to be used in the development of 9-1-1 grant program guidelines. The guidelines will address procedures, funding, and eligibility requirements for entities. Grant guidelines could be adopted by reference within the rules.

Action Item: Mr. Ness will provide an example regarding adopting administrative rules (ARM) through the adoption of grant program guidelines by "incorporation by reference" for discussion at the June 15, 2017 9-1-1 Advisory Council meeting.

Mr. Ness proposed the adoption of rules and the statewide plan by July 1, 2018, so that the council may proceed with grant program.

Mr. Ness reviewed the new distribution and allocation process established in the bill. Migration to new accounts occurs on July 1, 2018. At that time, local government funds (75%) will be consolidated into one fund. Funds will be distributed quarterly with the "same proportion" as provided for in HB 61.

Mr. Ness noted that the current basic enhanced, wireless enhanced, and wireless cost recovery accounts will be eliminated on July 1, 2019. Two new accounts will be created to meet requirements established in the bill. 75% of funds will be allocated to an account and used for distribution to local government entities that host primary PSAPs. The remaining 25% will be deposited into a secondary account for distribution in the form of grants to private telecommunications providers, local government entities that host PSAPs, or both. Mr. Ness and Ms. Sullivan met with department accounting staff and engaged in correspondence with the Governor's Budget Office to initiate the process with creating the new accounts.

At this time, entities will operate under the current statute with the continuation of fourth quarter distribution to local government PSAPs and payments to wireless providers for cost recovery. House Bill 575 remains in effect until July 1, 2018 with additional payments to wireless providers that have approved cost recovery requests and with outstanding approved payables. Funds will be reallocated with the additional distribution to the PSAPs.

Mr. Ness commented the accrual of 9-1-1 funds entails monthly collection by the provider with remittance to the state taking place within 30 days each quarter. Funds collected in May 2017 will be remitted by August 1, 2017. These funds are identified with the previous fiscal year. Distribution will then be made to the PSAPs. This process will continue until the end of fiscal year 2018 when a transfer will be made to the 25% account. The House Bill 575 process will be vetted out with the Governor's Budget Office.

Mr. Ness noted that the current balance of the account is estimated at \$12M. The balance may change in 60 days when all remaining outstanding wireless cost recovery requests are paid. If the Governor signs Senate Bill 294, \$2M in funds from the account will be transferred to the General Fund to be made available to the university system for early retirement incentives. At the end of fiscal year 2019, any unexpended balance must be transferred to the account created for the grant awards. \$5M in grant awards will need to be awarded by June 30, 2019 for the ESiNet. Local governments should continue to use state 9-1-1 revenue numbers from the previous fiscal year to form projections for this year's budget.

Mr. Ness noted that there are two allocation processes established in the bill. The initial proportional allocation process becomes effective July 1, 2018. In 2022, a new allocation process based on the next census will be determined.

Mr. Ness proposed that the council continue meeting each month.

Action Item: Monthly 9-1-1 Advisory Council meetings will be scheduled.

Action Item: 9-1-1 Advisory Council rules, 9-1-1 statewide plan, and Montana State Library (MSL) Updates will be standing agenda items.

Action Item: Mr. Ness will provide a detailed timeline of HB 61 key events at the June 15, 2018.

Public Comment

Michael Fashoway commented MSL is seeking assistance with their RFP process. Interested individuals can contact Mr. Fashoway at MFashoway@mt.gov.

Mr. Feiss suggested Statewide Interoperability Governing Board (SIGB), 9-1-1, and House Bill 604 council meetings occur on the same day.

Action Item: Mr. Ness will review the proposed scheduling of SIGB, 9-1-1 Advisory Council, and House Bill 604 council meetings at the June 29, 2017 SIGB meeting.

Future Agenda Topics

None

Next Meeting

June 15, 2017

1:30 AM to 3:30 AM

Mitchell, Room 7

Adjournment

The meeting adjourned at 2:25 PM.